

UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS

April 2004

CJA PANEL ATTORNEY QUESTIONNAIRE AND APPLICATION

The following Questionnaire and Application is to be completed by attorneys requesting appointment to the CJA list of individuals eligible to represent indigent defendants under the provisions of the Criminal Justice Act. Attention of the applicant is called to the Criminal Justice Act of 1964, as amended 18 U.S.C. §3006A.

PLEASE PRINT OR TYPE

1. NAME:

Last

First

Middle

HOME ADDRESS:

Street

City or Town

State

Zip

Phone

OFFICE ADDRESS:

Name of Firm

Street

City or Town

State

Zip

Phone

Fax

Email Address

2. Please attach a resume describing your education and employment history.

3. Graduated from \_\_\_\_\_ School of Law.

Year: \_\_\_\_\_.

Date of Admission to the Supreme Judicial Court of Massachusetts: \_\_\_\_\_.

Name under which admitted if different: \_\_\_\_\_.

Board of Bar Overseers Number:

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Date Admitted to the U.S. District Court for the District of Massachusetts \_\_\_\_\_.

4. Are you admitted to practice in the 1st Circuit Court of Appeals? If so, date admitted:

\_\_\_\_\_

☐ Yes ☐ No

5. Have you ever been disbarred, suspended, reprimanded, censured, or otherwise formally disciplined, publicly or privately, as an attorney, or as a member of any other profession, or as a holder of any public office?

☐ Yes ☐ No

6. Are any charges or complaints now pending before any court or agency concerning your conduct as an attorney, or as a member of any profession, or as a holder of any public office?

☐ Yes ☐ No

(If yes to Question #5 or #6, attach a separate statement of circumstances.)

7. Have you previously applied for appointment to the CJA Panel? If so, when:

\_\_\_\_\_

☐ Yes ☐ No

8. Have you previously served on this CJA Panel or received a CJA 20 appointment? If so, list the dates of your service.

\_\_\_\_\_  
\_\_\_\_\_

☐ Yes ☐ No

9. Have you previously served on any other panel or list for assignment of defense lawyers (such as the 1st Circuit Court of Appeals, the Committee for Public Counsel Services - State Murder List, State Superior Court List, State Bar Advocate Program)? If so, list each panel or list and the dates of your service.

☐ Yes ☐ No

10. Have you ever been removed from any panel or list? If so, give particulars:

☐ Yes ☐ No

11. Have you ever been relieved from an assigned defendant in any court for any reason, other than the defendant's retaining a private attorney? If so, give particulars:

☐ Yes ☐ No

12. To the extent you have civil or criminal litigation experience, list and identify by court and case number in the form below up to five of the most significant cases in which you have participated and attach a brief description of (1) your role in the case, (2) the nature of the case, (3) why the case was significant, (4) any issues of particular interest, and (5) whether the case was tried. The Board is particularly interested in your trial experience. Please use additional sheets to describe your jury trials.

	Court	Case No.	Case Name	Opposing Counsel	Judge	Disposition
a.	_____	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____	_____
e.	_____	_____	_____	_____	_____	_____

13. Please state the number of criminal cases in which you were lead trial counsel that were tried to a conclusion before a jury in federal court. \_\_\_\_\_ For any of those cases not listed in response to Question 12, please provide any comments you deem appropriate.

14. Please state the number of criminal cases in which you were lead trial counsel that were tried to a conclusion before a jury in the Superior Court. \_\_\_\_\_ For any of those cases not listed in response to Question 12, please provide any comments you deem appropriate.

15. Please state the number of criminal cases in which you were lead trial counsel that were tried to a conclusion before a jury in the state district court. \_\_\_\_\_ For any of those cases not listed in response to Question 12, please provide any comments you deem appropriate.

16. Indicate your other criminal case experience by providing approximate totals in the following categories:

Pleas & Sentences in Federal Courts: \_\_\_\_\_

Pleas & Sentences in State Courts: \_\_\_\_\_

Appeals in Federal Courts: \_\_\_\_\_

Appeals in State Courts: \_\_\_\_\_

17. How many civil cases have you tried? \_\_\_\_\_

18. Are you currently a member of the CJA panel? If yes, please estimate how many appointments you accepted over the last three years. \_\_\_\_\_

( ) Yes ( ) No

19. Are you familiar with the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Bail Reform Act of 1984 as amended, and the Federal Sentencing Guidelines? Please set forth briefly any training and experience which serves as the source of your familiarity with these federal rules or statutes:

☐ Yes ☐ No

20. Do you speak any foreign languages? If so, give particulars and describe your level of fluency:

☐ Yes ☐ No

21. Would you be willing to accept appointments in cases covering the full range of criminal business in the U.S. District Court, including felony cases in which trial is expected to be 15 days or longer; other felony cases; misdemeanor and petty offense cases; Rule 20 cases; waivers of indictment; cases involving the representation of cooperating witnesses; other criminal oriented and related matters such as representation of grand jury or other witnesses, petitions seeking relief under Title 28 United States Code section(s) 2241, 2254, or 2255, violations of probation or supervised release, some of which may provide for minimal compensation under the Criminal Justice Act? If no, please explain:

☐ Yes ☐ No

22. Do you have access to computer aided legal research like Westlaw or Lexis? If so, what plan do you have?

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☐ Yes ☐ No

23. Do you or your firm participate in the PACER and District of Massachusetts CM/ECF System? If no, please explain below whether you have the technological capability (both equipment and skills) to do so.

☐ Yes ☐ No

24. Do you understand that if you are appointed to represent a defendant in the district court that your appointment ordinarily obligates you to represent the client on appeal as well?

☐ Yes ☐ No

25. Do you understand that if there is an immediate need for a Panel attorney to advise a person in custody, you will be expected to come to the courthouse on short notice if you are available?

☐ Yes ☐ No

26. Please list the names of any Federal Judges and/or Magistrate Judges before whom you have practiced:

27. Please list the names of three persons whom the Board can contact as references:

28. The Court is committed to assuring that the Panel's membership is sensitive to the diversity of the defendant population it serves. What background, experience and perspectives would you bring to a Panel that provides high quality and effective legal representation to the diverse indigent population within the District of Massachusetts.?

29. Please briefly state the reasons you have applied for membership on the CJA Panel and briefly furnish any other information which you think would be helpful to the Committee in evaluating your application.

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

In which section(s) of the District of Massachusetts would you be willing to accept appointments?

Eastern/Boston \_\_\_\_\_

Central/Worcester \_\_\_\_\_

Western/Springfield \_\_\_\_\_

**OPTIONAL - MENTOR PROGRAM**

- A. If selected for membership on the CJA Panel, I would be willing to act as a mentor for a less experienced attorney as I represent indigent defendants under the Criminal Justice Act.

☐ Yes ☐ No

- B. If not selected for, or eligible for, membership on the CJA Panel, I am interested in assisting another appointed attorney on specific case assignments without compensation in order to gain more experience.

☐ Yes ☐ No

**NOTE: RETURN THE ORIGINAL AND 11 COPIES OF THIS APPLICATION, RESUME AND ANY OTHER ATTACHMENTS TO:**

**HELEN COSTELLO, COURT SERVICES MANAGER  
UNITED STATES DISTRICT COURT - SUITE 2300  
JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE  
1 COURTHOUSE WAY  
BOSTON, MA 02210**

**DEADLINE FOR SUBMISSION OF APPLICATIONS: MAY 31, 2004**